

Visit the Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway User Guide

TIF Management

For cities, towns, and counties with TIF districts

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Getting Started

Local officials can login to Gateway by visiting the Gateway public site at <http://gateway.ifionline.org>. Once there, navigate to the upper-right corner of the screen and click “Local Officials: Login Here.”



Clicking this link takes you to the login prompt. Enter your username (typically, your email address) and password, then click “Log In.” If you can’t login to Gateway, try the “Forgot your password?” tool first. If that doesn’t work, contact the Department at gateway@dlgf.in.gov.

The image shows the 'Authorized Personnel Login' form. It has a dark blue header with the title 'Authorized Personnel Login'. Below the header, there are two input fields: 'User Name:' with the value 'cshank@dlgf.in.gov' and 'Password:' with a masked password '.....'. Below the password field, there is a note: '*After 5 failed attempts, account will be locked'. At the bottom left, there is a 'Log In' button. A large red arrow points to the 'Log In' button. To the right of the arrow, there is a link: 'Forgot your password?'. The entire form is enclosed in a blue border.

Step 1: Customize Redevelopment Commission

All cities, towns, and counties must complete this section of TIF Management. Answering these questions determines what data your unit of government needs to submit in TIF Management.


The first page you should see after successfully logging into Gateway is the “Select Application” page. From here, you will click the “TIF Management” application icon located in the center of the page.

Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance) and **SBOA** (State Board of Accounts).


Select Application

Budgets




Select application to submit your budgets to the DLGF.

Debt Management




Select application to submit your debt to the DLGF.

Annual Financial Report




Select application to submit your Annual Financial Report to the SBOA.

SB 131 Reporting for SWMDs




Select application to submit your files to the DLGF.

TIF Management




Select application to manage TIF districts and submit your files to the DLGF.

100R




Select application to submit your 100R files to the SBOA.

Property Files Upload



Select application to submit your property files to the DLGF.

Account Settings



Update your account profile or change your password.

Clicking this icon will take you to the “Select Unit” page. Click on your unit of government to proceed. If your unit doesn’t appear on this page, please contact the Department at gateway@dlgf.in.gov.

Select Unit

Select Unit from List

2013 ▾

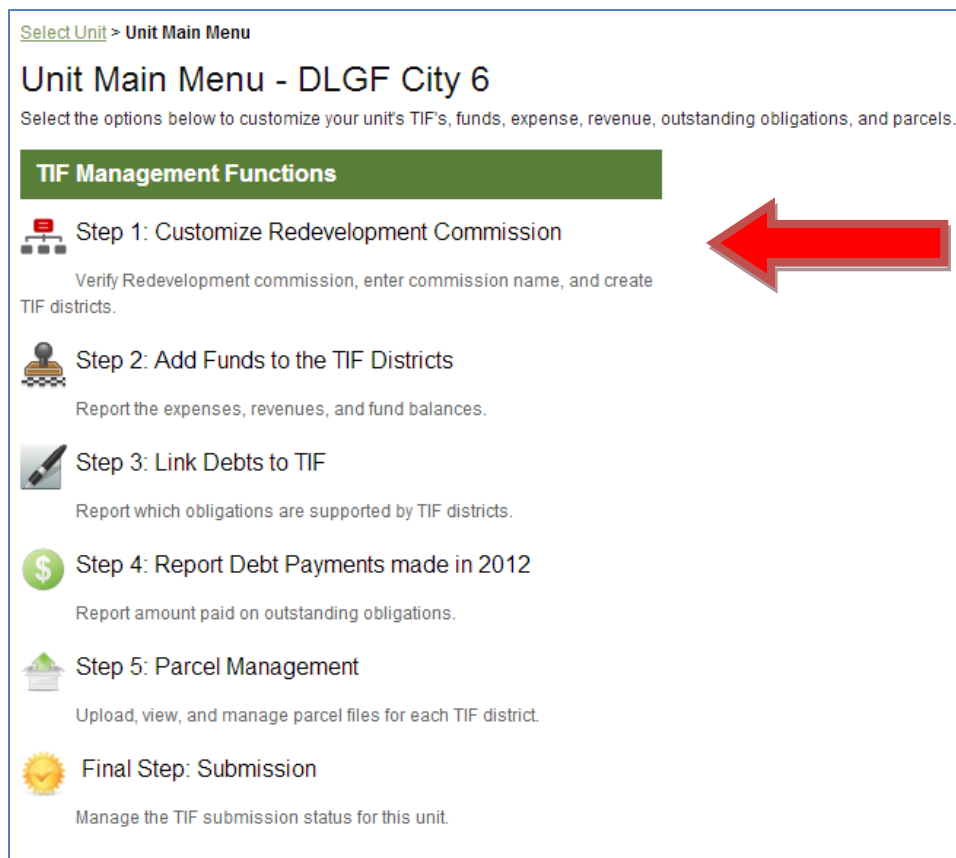
Click a link below to select your unit.

Unit Code	Unit Name	Unit Type	Unit County
9988	DLGF City 6	City/Town	Gateway1

Page 3

You should now be on the “Unit Main Menu.” From here, you can access all the steps in TIF Management. This user guide will teach you how to complete this TIF reporting requirement in sequential order, but the “Unit Main Menu” is useful for navigating to a particular section quickly.

To begin, click “Step 1: Customize Redevelopment Commission.”









Select Unit > Unit Main Menu

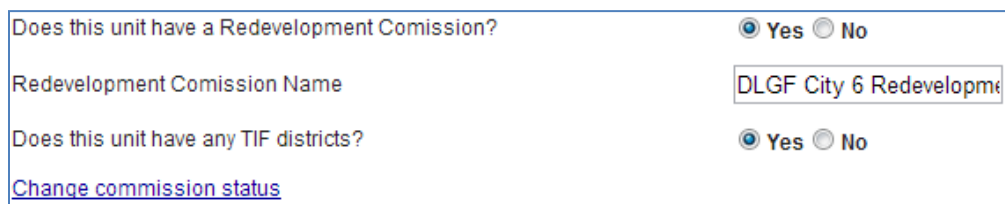
Unit Main Menu - DLGF City 6

Select the options below to customize your unit's TIF's, funds, expense, revenue, outstanding obligations, and parcels.

TIF Management Functions

-  **Step 1: Customize Redevelopment Commission**
Verify Redevelopment commission, enter commission name, and create TIF districts.
-  **Step 2: Add Funds to the TIF Districts**
Report the expenses, revenues, and fund balances.
-  **Step 3: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 4: Report Debt Payments made in 2012**
Report amount paid on outstanding obligations.
-  **Step 5: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.

Answer “Yes” to the first question, enter the name of your redevelopment commission, and then answer “Yes” to the second question.



Does this unit have a Redevelopment Commission? ☒ Yes ☐ No

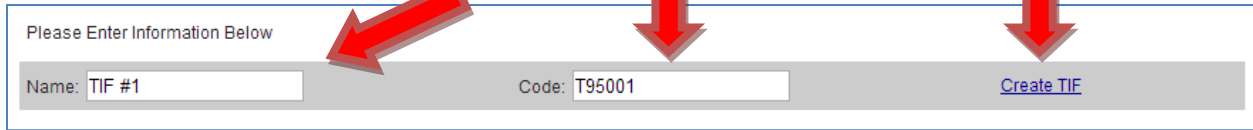
Redevelopment Commission Name

Does this unit have any TIF districts? ☒ Yes ☐ No

[Change commission status](#)

Gateway TIF Management will then ask you to enter the name and code of each TIF district established by your redevelopment commission. Note: The TIF district code is a six-character code assigned by the *county auditor*. The format of the TIF district code is the letter “T” + the two-digit county code + a three-digit unique number. If you are a city or town redevelopment commission but do not have this code, please contact the county auditor’s office to receive this information.

To complete this section, type the name and TIF district code for a TIF district into the text boxes and click the “Create TIF” link on the right side of the row.



Please Enter Information Below

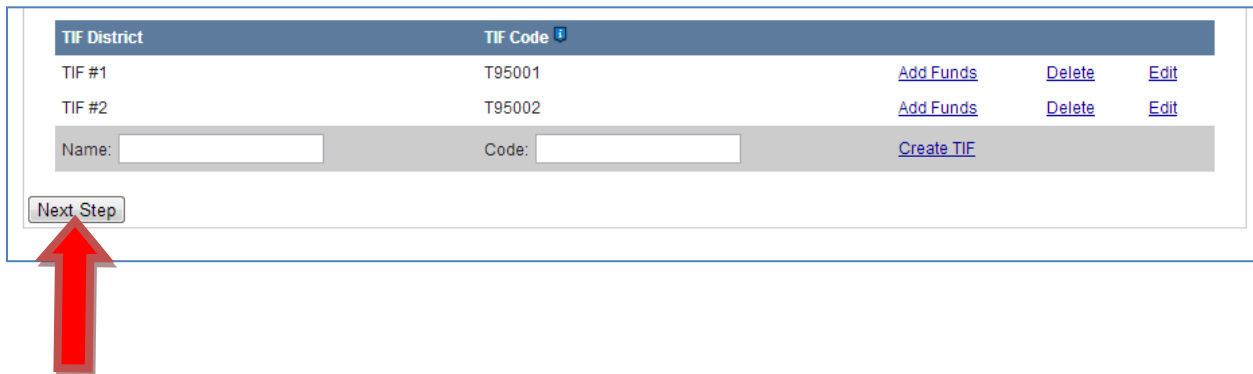
Name: Code: [Create TIF](#)

Clicking this button posts the TIF district to Gateway TIF Management. Once posted, a TIF district can be edited or deleted by clicking the “Delete” or “Edit” links on the right-side of the row. The TIF district will not post if the TIF district code isn’t unique within the county.



TIF District	TIF Code			
TIF #1	T95001	Add Funds	Delete	Edit
Name: <input type="text"/>	Code: <input type="text"/>	Create TIF		

Repeat this process of posting TIF districts until all districts are posted to Gateway TIF Management. When finished, click the “Next Step” button in the lower-left corner of the screen.



TIF District	TIF Code			
TIF #1	T95001	Add Funds	Delete	Edit
TIF #2	T95002	Add Funds	Delete	Edit
Name: <input type="text"/>	Code: <input type="text"/>	Create TIF		

[Next Step](#)

Step 2: Add Funds to TIF Districts

This section of Gateway TIF Management requires you to provide the Department with the total revenues received and the total expenses paid for each TIF district in the previous year. In addition, each fund of the TIF district needs to be added in Gateway TIF Management along with the fund balances as of December 31 of the previous year.

To begin, enter the total revenues received and the total expenses paid in the text boxes, and then click the “Add” button to post this information to Gateway TIF Management.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > **Add Funds to the TIF District** > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF District: TIF #1

Revenue Received

Expenses Paid

Please Enter Information Below

Fund Name: Fund Balance: [Add Fund](#)

Once posted, the total revenues received and total expenses paid can be edited by clicking the “Edit” link on the left side of the screen.

TIF District: TIF #1

Revenue Received \$100,000.00

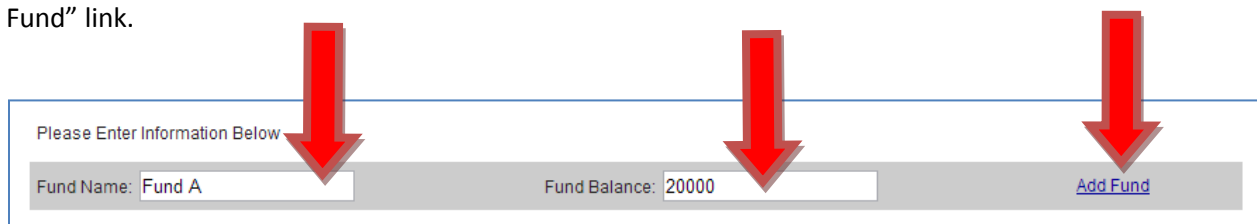
Expenses Paid \$95,000.00

[Edit](#)

Please Enter Information Below

Fund Name: Fund Balance: [Add Fund](#)

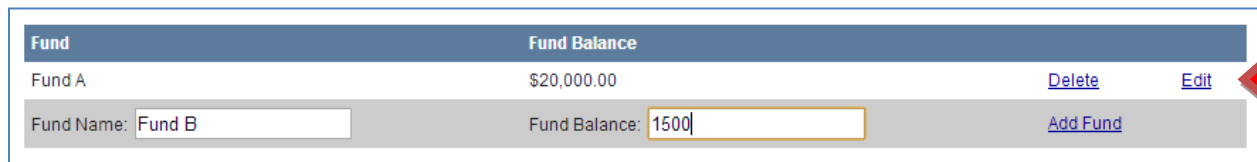
Next, enter a fund name and the December 31st fund balance in the text boxes, and then click the “Add Fund” link.



Please Enter Information Below

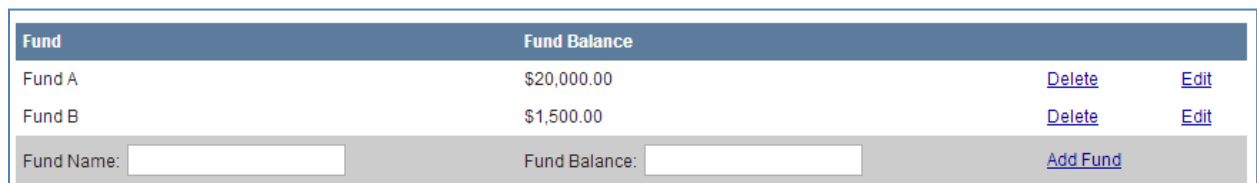
Fund Name: Fund Balance: [Add Fund](#)

Clicking this link posts the fund and fund balance to Gateway TIF Management. Once posted, the fund can be edited or deleted by clicking the “Delete” or Edit” links on the right side of the row.



Fund	Fund Balance		
Fund A	\$20,000.00	Delete	Edit
Fund Name: <input type="text" value="Fund B"/>	Fund Balance: <input type="text" value="1500"/>	Add Fund	

Repeat this process until all funds and December 31st fund balances have been posted to Gateway TIF Management for the selected TIF district.



Fund	Fund Balance		
Fund A	\$20,000.00	Delete	Edit
Fund B	\$1,500.00	Delete	Edit
Fund Name: <input type="text"/>	Fund Balance: <input type="text"/>	Add Fund	

Remember to complete this section for all TIF districts by changing the selected TIF district in the drop-down menu at the top of the screen.

When all funds and fund balances for all TIF districts have been posted to Gateway TIF Management, click the “Next Step” button in the lower-left corner of the screen.



Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF District: Revenue R: Expenses Paid: \$100,000.00 \$95,000.00 [Edit](#)

Fund	Fund Balance		
Fund A	\$20,000.00	Delete	Edit
Fund B	\$1,500.00	Delete	Edit
Fund Name: <input type="text"/>	Fund Balance: <input type="text"/>	Add Fund	

[Next Step](#)



Step 3: Link Debts to TIF Districts

In this section of Gateway TIF Management, debts reported in Gateway Debt Management under the city, town, or county must be linked to the TIF district repaying the debt. All debt backed by tax increment revenue (TIF) must be reported and submitted in Gateway Debt Management under the establishing unit before this step can be completed.

If your TIF districts are not repaying any debts, you can skip this section by clicking the “Next Step” button in the lower-left corner of the screen.

To begin, click the pencil-and-paper “Edit” icon for the first TIF district.



[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF	Edit Debts	Debts
TIF #1		
TIF #2		

[Next Step](#)

By clicking this icon, a pop-up appears. Here you will see a list of all submitted debt reports in Gateway Debt Management under the city, town, or county. If your debt does not appear in the pop-up, this usually means the debt isn't reported correctly in Gateway Debt Management.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF	Edit Debts	Debts
TIF #1		
TIF #2		

[Next Step](#)

Customize Debts by TIF

Available Debts:

☐ Check/Uncheck All

☐ TIF Debt #1

[Cancel](#) [Update Record](#)

The Indiana Gateway for Government Units provides a link to the [Indiana Department of Local Government Finance](#) and the [Indiana Business Research Center](#) as part of the link.

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Check the box next to each debt that is being repaid from this TIF district. Click the “Update Record” button to save your selections.

Customize Debts by TIF

Available Debts:

☐ Check/Uncheck All

☒ TIF Debt #1

Cancel Update Record

Clicking this button closes the pop-up window and returns you to Step 3. The linked debts will now appear in the “Debts” column of this page.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF	Edit Debts	Debts
TIF #1		TIF Debt #1
TIF #2		

Next Step

If a single debt is being repaid from multiple TIF districts, simply connect the debt to each of the TIF districts.

Once debts have been correctly linked to all TIF districts, click the “Next Step” button in the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF	Edit Debts	Debts
TIF #1		TIF Debt #1
TIF #2		TIF Debt #1

Next Step

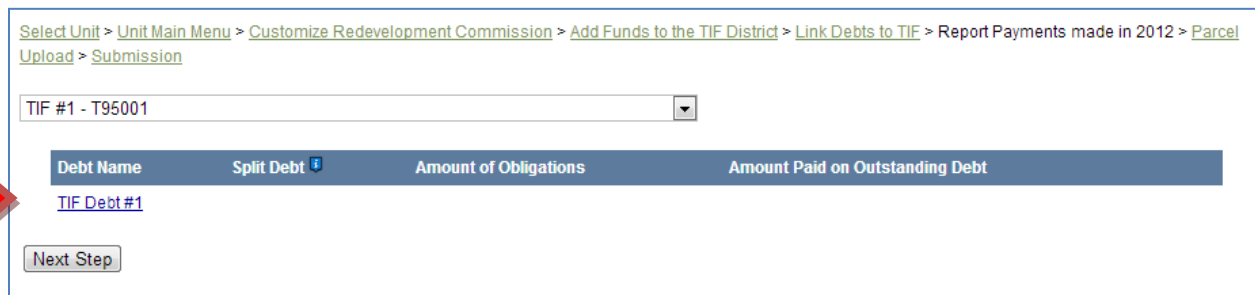
Step 4: Report Debt Payments Made in 2012

In this section of Gateway TIF Management, you will report the amount paid on outstanding debt in the previous year.

If your TIF districts are not repaying any debts, you can skip this section by clicking the “Next Step” button in the lower-left corner of the screen.

For debts being repaid from a single TIF district:

To begin, click on the name of one of the debts linked to your TIF district.



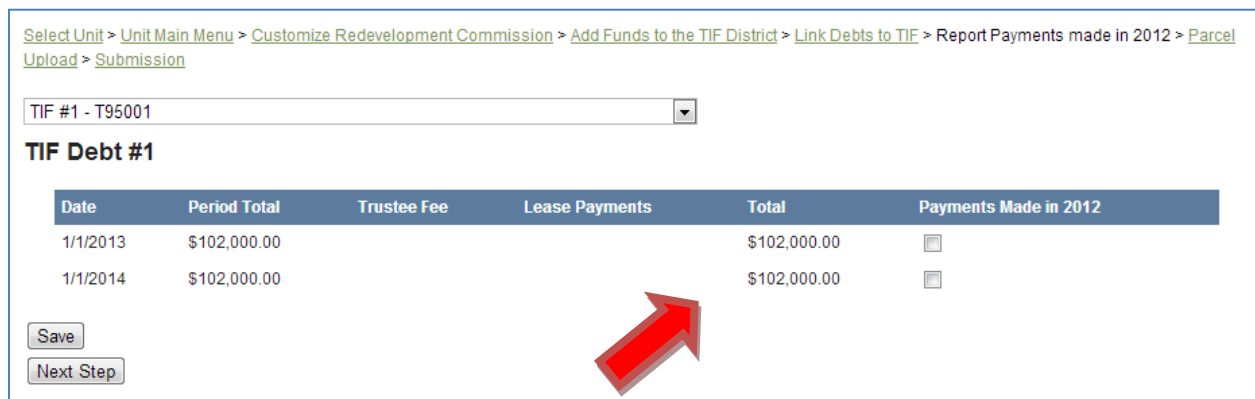
Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1			

Next Step

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.



Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step

Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input checked="" type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step

Clicking the “Save” button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1	<input type="checkbox"/>	\$204,000.00	\$102,000.00

Next Step

For debts being repaid from multiple TIF districts:

To begin, click on the name of one of the debts linked to your TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1	<input type="checkbox"/>	\$204,000.00	\$102,000.00

Next Step

Clicking on the name of the debt pulls the full amortization schedule from Gateway Debt Management.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission


TIF #1 - T95001

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step



Check the boxes on the far-right column to indicate that a payment was made in the previous year. Once the boxes are checked, click the “Save” button on the lower-left corner of the screen.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission



TIF #1 - T95001

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input checked="" type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step



Clicking the “Save” button returns you to Step 4. Repeat this step for all debts linked to the selected TIF district.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1	<input type="checkbox"/>	\$204,000.00	\$102,000.00

Next Step



If a debt is being repaid from more than one TIF district, check the “Split Debt” box. An “Edit” link now appears on the right-side of the row.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$102,000.00	Edit

[Next Step](#)



Clicking the “Edit” link makes the “Amount Paid on Outstanding Debt” an editable field. Enter the portion of the debt obligations paid by the selected TIF district. Click the “Save” button to save the amount.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	<input type="text" value="70000"/>	Save Cancel

[Next Step](#)

Clicking this button returns you to Step 4.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #1 - T95001

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$70,000.00	Edit

[Next Step](#)

Now, navigate to the other TIF district that is repaying this debt.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

TIF #1 - T95001

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$70,000.00	Edit

Next Step

Click on the name of the debt to pull the amortization from Gateway Debt Management.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt
TIF Debt #1			

Next Step

Check the boxes indicating the payments made in the previous year, and then click the "Save" button.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

TIF Debt #1

Date	Period Total	Trustee Fee	Lease Payments	Total	Payments Made in 2012
1/1/2013	\$102,000.00			\$102,000.00	<input checked="" type="checkbox"/>
1/1/2014	\$102,000.00			\$102,000.00	<input type="checkbox"/>

Save

Next Step

Check the "Split Debt" box, and then click the "Edit" link.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$102,000.00	Edit

Next Step


Edit the “Amount Paid on Outstanding Debt” to reflect the amount paid by the selected TIF district, and then click the “Save” link.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	<input type="text" value="32000"/>	Save Cancel

[Next Step](#)



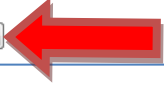
When finished with this section, click the “Next Step” button in the lower-left corner.

Select Unit > Unit Main Menu > Customize Redevelopment Commission > Add Funds to the TIF District > Link Debts to TIF > Report Payments made in 2012 > Parcel Upload > Submission

TIF #2 - T95002

Debt Name	Split Debt	Amount of Obligations	Amount Paid on Outstanding Debt	
TIF Debt #1	<input checked="" type="checkbox"/>	\$204,000.00	\$32,000.00	Edit

[Next Step](#)



Step 5: Parcel Management

This section of Gateway TIF Management requires you to provide certain information on each parcel located within your TIF districts. This data is entered in Gateway through an upload process. An Excel file template is available at [http://www.in.gov/dlgf/files/TIF File - Template \(2\).xlsx](http://www.in.gov/dlgf/files/TIF File - Template (2).xlsx). Full upload specifications are available at <http://www.in.gov/dlgf/files/TIF file specs.pdf>.

When producing the upload file, do not change the name of the worksheet or column headers. Gateway looks for specific names in order to properly handle the upload. Likewise, do not change the file format of the Excel template. Changing these fields will result in the upload file not loading correctly.

TIF Upload - Microsoft Excel

County	Parcel Number	Property Type Code	Taxpayer Name	Gross Assessed Value	Net Assessed Value	Base AV	Incremental AV
95	95-85-88-444-999.888-077	R	Sarah Jessica Parker	200000	200000	85000	115000
95	95858822253	P	Ray LaMontagne	678800	670000	588000	82000
95	95-85-88-777-999.558-077	R	Johnny Depp	5000000	3000000	1000000	2000000
95	95-85-88-444-999.999-077	R	Paul McCartney	450000	155000	115000	40000
95	018584449226542256	R	George Harrison	250000	250000	75000	175000
95	01858844499	M	Dave Matthews	180000	75000	25000	50000

Each TIF district requires a separate upload file. The first step is locating the upload file on your computer. Click the “Choose File” button.

Parcel File Upload

USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION

[Click to download the Excel template and other resources regarding TIF Management](#)

[View Parcels](#) | **File Upload** | [View Parcel Files](#)

Selected TIF District: TIF #1

Existing records for this district: 0. Delete Existing

Start Over

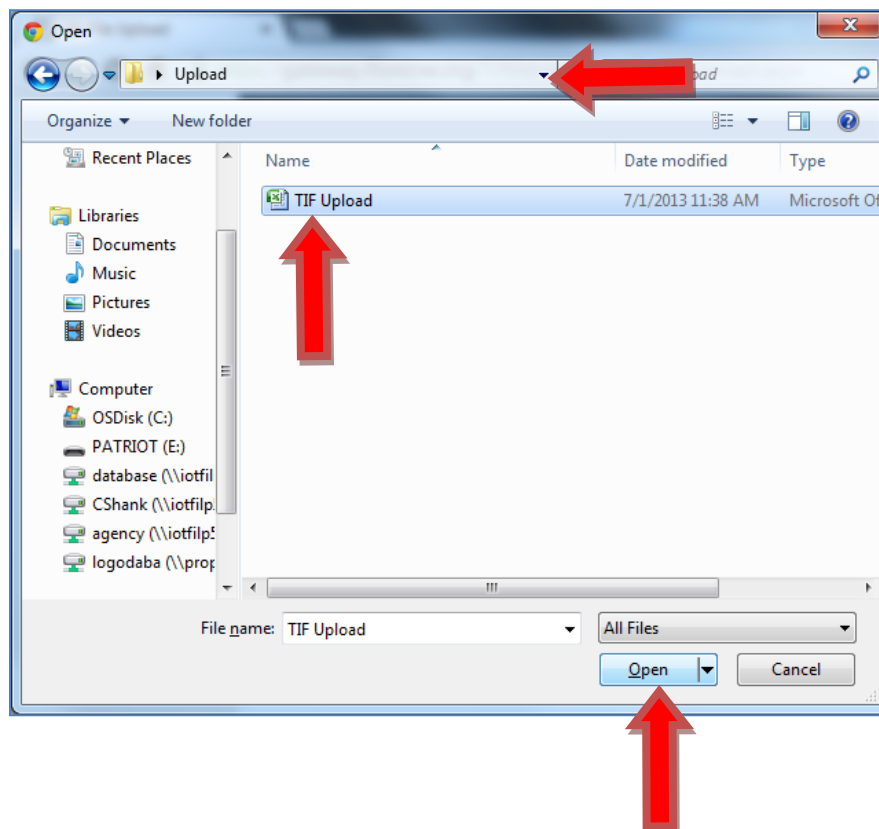
Parcel File Upload & Process

Step 1: Select a File: Choose File

Step 2: Validate File

Step 3: Insert Processed Records

Once this button is clicked, an “Open” window will appear on your screen. Use the navigation bar to move to the location of your upload file on your computer. Once you locate the TIF upload file, select the file and then click the “Open” button.



Clicking this button will close the “Open” window and return you to Step 5. You should now see the name of your upload file display on your screen just to the left of the “Choose File” button.

The next step consists of validating the file to ensure that the data is entered in the correct format. Gateway TIF Management will let you know if the data in the upload file cannot be processed. Click “Validate File” to perform the validation.

Parcel File Upload & Process

Step 1: Select a File: TIF Upload.xlsx

Step 2:

Step 3:

If issues are discovered during validation, Gateway TIF Management will provide feedback on the problems under the “Data” subsection on the page. Click the “Start Over” button, make the requested changes to the upload file, and then repeat the upload process described above.

Selected TIF District:

Existing records for this district: 0.

Update Finished.

If Gateway TIF Management discovers no issues, you can proceed to the final step in the upload process by clicking the “Insert Processed Records” button.

Parcel File Upload & Process

Step 1: Select a File: No file chosen

Step 2:

Step 3:

Data

Number of rows in input file: 6

The file contains no errors and is ready to commit!

If you realize you made a mistake after posting the uploaded data to Gateway TIF Management, you can delete the records by clicking the red “Delete Existing” button.

Selected TIF District: TIF #1

Existing records for this district: 6.

Delete Existing

Start Over

Update Finished.

Once the records are deleted, click the blue “Start Over” button. Make corrections to the upload file and follow the above steps to validate and load your upload file again.

Selected TIF District: TIF #1

Existing records for this district: 0.

Delete Existing

Start Over

Update Finished.

To examine the records uploaded to Gateway TIF Management, click the “View Parcels” link.

Select Unit > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

Parcels

USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION

[Click to download the Excel template and other resources regarding TIF Management](#)

View Parcels | [File Upload](#) | [View Parcel Files](#)

Selected TIF District: TIF #1

tif_id	year	CNTY	parcel_number_original	parcel_number	PTC	taxpayer_name	gross_av	net_av	base_av	inc_av
T95001	2013	92	95-85-88-444-999.888-077	958588444999888077	R	Sarah Jessica Parker	200000.00	200000.00	85000.00	115000.00
T95001	2013	92	95858822253	95858822253	P	Ray LaMontagne	678800.00	670000.00	588000.00	82000.00
T95001	2013	92	95-85-88-777-999.558-077	958588777999558077	R	Johnny Depp	5000000.00	3000000.00	1000000.00	2000000.00
T95001	2013	92	95-85-88-444-999.999.077	958588444999999077	R	Paul McCartney	450000.00	155000.00	115000.00	40000.00
T95001	2013	92	018584449226542256	018584449226542256	R	George Harrison	250000.00	250000.00	75000.00	175000.00
T95001	2013	92	01858844499	01858844499	M	Dave Matthews	180000.00	75000.00	25000.00	50000.00

To see a historical record of the files uploaded to TIF Management, click the “View Parcel Files” link.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

Parcel Files

USE OF THE BROWSER'S 'BACK' BUTTON MAY CAUSE ERRATIC BEHAVIOR IN THE APPLICATION

[Click to download the Excel template and other resources regarding TIF Management](#)

[View Parcels](#) | [File Upload](#) | **View Parcel Files**

Selected TIF District:

File	Upload Date
TIF Upload	7/12/2013 2:16:20 PM
TIF Upload	7/12/2013 2:18:45 PM
TIF Upload	7/12/2013 2:20:05 PM
TIF Upload	7/12/2013 2:21:12 PM
TIF Upload	7/12/2013 2:28:17 PM

Remember to upload a file for each TIF district. Make certain to select the correct TIF district from the drop-down menu. Once this upload process is completed for each TIF district, you can click the “Unit Main Menu” link at the top of the page to prepare for submission of the report.

Final Step: Submission

From the “Unit Main Menu,” you have an opportunity to review the previously completed steps. It is recommended that you do this review before submitting your report in Gateway TIF Management.







When you are ready to submit your report in Gateway TIF Management, click the “Final Step: Submission” task on the “Unit Main Menu.”

Select Unit > Unit Main Menu

Unit Main Menu - DLGF City 6

Select the options below to customize your unit's TIF's, funds, expense, revenue, outstanding obligations, and parcels.

TIF Management Functions

-  **Step 1: Customize Redevelopment Commission**
Verify Redevelopment commission, enter commission name, and create TIF districts.
-  **Step 2: Add Funds to the TIF Districts**
Report the expenses, revenues, and fund balances.
-  **Step 3: Link Debts to TIF**
Report which obligations are supported by TIF districts.
-  **Step 4: Report Debt Payments made in 2012**
Report amount paid on outstanding obligations.
-  **Step 5: Parcel Management**
Upload, view, and manage parcel files for each TIF district.
-  **Final Step: Submission**
Manage the TIF submission status for this unit.

In this final section, you will sign the report by entering your name, title, and four-digit personal identification number (PIN). If you cannot remember your PIN, please contact the Department at gateway@dlgf.in.gov.

Once this information is entered, click the green “Sign and Submit Form” button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > [Submission](#)

TIF Submission - DLGF City 6

Form Signature

NAME

Colby Shank

TITLE

Program Coordinator

SIGNATURE/PIN

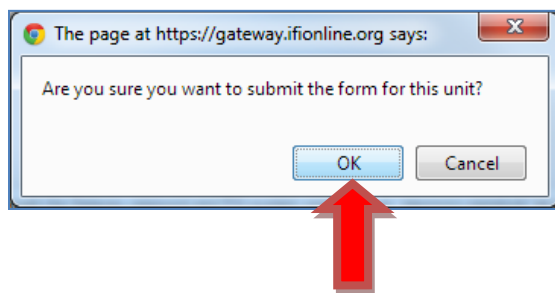
....

DATE

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

SIGN AND SUBMIT FORM

In order to prevent accidental submissions, a pop-up box will appear. Click "OK" to submit the form, or "Cancel" to return to the "Submission" page.



Gateway TIF Management has been designed to allow users to unlock their TIF report submissions without Department assistance. If you discover that you made a mistake or omitted data in TIF Management after submitting, click the red "Click here to unlock the form" button.

[Select Unit](#) > [Unit Main Menu](#) > [Customize Redevelopment Commission](#) > [Add Funds to the TIF District](#) > [Link Debts to TIF](#) > [Report Payments made in 2012](#) > [Parcel Upload](#) > **Submission**

TIF Submission - DLGF City 6

This form has been submitted

[Click here to unlock the form](#)

Submitted at 07-12-2013 09:05

Form Signature

NAME

Colby Shank

TITLE

Program Coordinator

SIGNATURE/PIN



DATE

7/12/2013 9:05:47 AM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

Another pop-up box will appear. Click "OK" to unlock your TIF report. Click "Cancel" to leave the report submitted.

